



DEPARTMENT OF EDUCATION

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Working Together for Student Success

STN Data Submission Training

Understanding Data Submission including Phases, Transfer Results, Data Verification, Conflict Resolution and Signoff for the STN Application Center

Introduction

Welcome to the STN Application Center!

Whether you're familiar with the STN Application Center or a new user, The Indiana Department of Education, (IDOE) wants to make sure you have the information and resources you need to submit quality data in a timely and accurate manner.

If you're a veteran user, this guide can serve as a reference for review or training new staff.

If you're a new STN Application Center user, this guide will give you the basics you need to begin submitting and understanding your school or corporation's data.

UNDERSTANDING COLLECTION REPORTING PHASES

Collection Phases

Each Data Collection layout has a Collection Phase table containing beginning and ending dates of each phase. The STN scoreboard provides in the Message area what collection phase is currently open.

<u>Collection Phase Types</u>	<u>Data Submission Available</u>	<u>Conflict Resolution Available</u>	<u>Online Signoff Available</u>	<u>View Summary Report Available</u>	<u>Print Signed Summary Report Available</u>	<u>Shows on Scoreboard</u>	<u>Input Form Available</u>
Data Collection Period	Yes	Yes	No	Yes	No	Yes	Yes
Cleanup Period	Yes – no additional conflicts allowed	Yes	No	Yes	No	Yes	Yes - no additional conflicts allowed
Signoff Period	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Signoff ONLY	No	Yes	Yes	Yes	Yes	Yes	No
Restricted Data Collection Period	Yes - no additional conflicts allowed	Yes	Yes	Yes	Yes	No	No

Single Phase Collections

Collection does not have conflicts. Signoff typically can be done immediately after data submission or “No Records” is selected under the Collection File Type in Collection Management of blue drop-down Data Verification tab in STN Application Center.

Phase = Signoff Period-Submission of data with signoff available.

- **Function** = Submission of all data or select “No Records” and signoff.
- **Scoreboard Status** = Status turns green and stays green during the remainder of the collection when signoff is completed for all schools or corporation.

Multiphase Collections*

Collection usually has conflicts that must be resolved. Signoff **cannot** be done immediately after data submission or “No Records” is selected under the Collection File Type in Collection Management of blue drop-down Data Verification tab in STN Application Center. **Final** Summary Reports cannot be viewed until the collection moves into Signoff or Signoff Only phase. Summary reports that require signature and uploading back to IDOE through the application center cannot be completed until the collection moves into Signoff or Signoff Only phase.

First Phase = Data Collection Period-Submission of data **without** signoff available.

- **Function** = Submission of all data or select “No Records” if applicable.
- **Scoreboard Status** = Status turns green and stays green **until collection moves into next phase** if there are no conflicts and the last file submitted did not have errors or was accepted by override.

Second Phase = Cleanup Period-Submission of data IF records do not create a new conflict.

- **Function** = Submission of additional data if new records do not create a conflict, make corrections on existing ‘accepted’ records (submitted during first phase) and resolve any existing conflicts created during data submission in first phase.
- **Scoreboard Status** = Status turns green and stays green **until collection moves into next phase** if there are no conflicts and the last file submitted did not have errors or was accepted by override.

Third Phase = Signoff or Signoff ONLY available-Signoff on all data submissions for all schools or corporation. Final Summary Report available for printing.

- **Function** = Signoff available if all conflicts are resolved. Final summary report is available for review, verification of data submitted, printing and signature if applicable. Required uploading of signed summary reports available under Administration tab; Upload Signed Summary Report.
- **Scoreboard Status** = Status turns green and stays green **until collection is closed** if there are no conflicts, the last file submitted did not have errors or was accepted by override. Signoff has been done and summary report for signature has been printed when applicable.

*Note: Not all of the Multiphase collections have all of the phases as described above. Some collections may have two phases only. For example, there is no **submission** specifically for the PE (Pupil Enrollment) collection since the records are created from the Real Time and Enrollment Mobility submissions. Please refer to each collection’s data layout for specific phases and dates.

SUBMITTING DATA

File Submission (File Transfer, Input Forms, Restricted)

To submit a data file to the STN Application Center begin by selecting **Data Transfer** and either **File Transfer**, **Input Forms** or **Restricted File Transfer** from the blue drop-down located on the STN Application Center menu bar. Select the accurate path how data is being submitted.

Use **Browse** to locate and select the file on your computer that you want to transfer. When you have found it, click on **Open** to accept.

Select the **Type** of file you want to submit.

Note: Only current OPEN collections will be available in the drop-down menu for selection.

Select the **Format** of the file you are submitting. Acceptable formats are Comma Delimited and Extensible Markup Language (also referred to by its extension, “XML”).

The screenshot shows the STN Application Center interface. At the top, there is a blue navigation bar with tabs for 'Data Transfer', 'Lookup', and 'D'. Below this, a breadcrumb trail reads 'Scoreboard Screen > Lo'. A green arrow points to the 'Data Transfer' tab, which has a dropdown menu open showing options: 'Calendar', 'Input Forms', 'File Transfer', and 'Restricted File Transfer'. Below the menu, there are input fields for 'Last Name:', 'First Name:', 'Birth Date:', 'Gender:', and 'Search Type:' (with radio buttons for 'Basic' and 'Sounds Like').

Below the main form, there is a section titled 'Data Transfer > File Transfer'. It contains a 'File Location' field with a 'Browse...' button and the text 'No file selected.'. Below this are 'File Type: *' and 'File Format: *' dropdown menus, both showing '- Select One -'. A green arrow points to a 'Transfer Data' button.

Click **Transfer Data** button to complete the transfer.

Multiple Files

If multiple files are submitted for a single collection, subsequent submissions **do not** override or replace previous submissions. Subsequent file(s) will add new records or update (in most cases) records from previous file(s) but **will not delete** records which have already successfully been processed and accepted.

Collection summary reports will show a cumulative count of all records successfully submitted.

Submit No Records

Select Collection Management drop-down from Data Verification blue menu tab. Select File Type of collection for “No Records” to be submitted. Check “No Records” Box in blue ribbon for ALL schools or for each individual school that has no data to submit.

File Type IREAD-3 Exemption (2012 - 2013) Period-1

Corporation: Community Schools

Search

Status	Corp	Corp Name	Record Count	STN Count	All Schools Signoff	Last Activity
1		Community Schools	0	0	N	7/10/2013 4:41:07 AM

Status	Corp	School	School Name	Record Count	STN Count	No Records	Signoff	Delete records for school	Last Activity	Refresh
1			Elementary Sch	0	0	<input type="checkbox"/>	<input type="checkbox"/>	X	7/10/2013 4:00:16 AM	

Delete All Records

Select Collection Management drop-down from Data Verification blue menu tab. Select File Type of collection requiring deletion of ALL submitted and accepted records for each school or corporation.

File Type IREAD-3 Exemption (2012 - 2013) Period-1

Corporation: Community Schools

Search






Status	Corp	Corp Name	Record Count	STN Count	All Schools Signoff	Last Activity
1		Community Schools	0	0	N	7/10/2013 4:41:07 AM

Status	Corp	School	School Name	Record Count	STN Count	No Records	Signoff	Delete records for school	Last Activity	Refresh
1			Elementary Sch	0	0	<input type="checkbox"/>	<input type="checkbox"/>	X	7/10/2013 4:00:16 AM	

ACCESSING TRANSFER RESULTS

Once you have transferred the data file, watch for the results icon to appear in the list of last transfers showing. Click on the icon under **Results** to view your transfer summary results.

Meaning of Transfer Result Status Icons

	First submitted files, a blue circle with a question mark may appear to show that the file is still being processed. If it stays blue for a while, try refreshing the browser.
	Files that do not have any errors or warnings, this will turn into a green circle with an exclamation point. <u>REVIEW RESULTS</u> for accuracy of total counts submitted.
	Files that have one or more failed record errors, a red circle with an exclamation point will be displayed.
	Files that have warnings, the color of the circle will be amber.
	Files that have <i>both</i> errors and warnings, <i>both</i> the red and amber icons will be displayed.

How to get Transfer Results

Click on the green, red, and amber icons for detailed information about each file transfer.





Data Transfer > File Transfer * Indicates required field




















File Location: * No file selected.

File Type: *

File Format: *

The last 20 transfers are shown.

 = Click to view errors
  = Click to verify the data is correct
 = Click to view warnings
  = The file has not been processed

Results	School	File Type	File Format	Year	Period	Processed	Transfer By	File Name	
	0000	Real Time	Comma Delimited	2013	-	06/20/2013 11:58:17		RT 20130530 csv.csv	<input type="button" value="Override"/>
	0000	Special Ed Transition	Comma Delimited	2013	-	06/20/2013 11:12:00		TR 20130620 csv.csv	<input type="button" value="Override"/>
	0000	Special Ed Eval	Comma Delimited	2013	-	06/20/2013 10:47:46		EV 20130612 csv.csv	<input type="button" value="Override"/>
	0000	Special Ed Eval	Comma Delimited	2013	-	06/20/2013 10:43:46		EV 20130612 csv.csv	<input type="button" value="Override"/>
	0000	Special Ed Eval	Comma Delimited	2013	-	06/12/2013 15:22:49		EV 20130612 csv.csv	<input type="button" value="Override"/>
	0000	Special Ed Eval	Comma Delimited	2013	-	06/12/2013 15:19:51		EV 20130612 csv.csv	<input type="button" value="Override"/>
	0000	Special Ed Eval	Comma Delimited	2013	-	06/12/2013 15:08:34		EV 20130612 csv.csv	<input type="button" value="Override"/>
	0000	Course Completion	Comma Delimited	2013	2	06/12/2013 14:42:23		CC MS period 2 30130612 csv.csv	<input type="button" value="Override"/>
	0000	Course Completion	Comma Delimited	2013	2	06/12/2013 14:36:32		CC MS period 2 30130612 csv.csv	<input type="button" value="Override"/>
	0000	Course Completion	Comma Delimited	2013	2	06/12/2013 13:57:28		CC MS period 2 30130612 csv.csv	<input type="button" value="Override"/>
	0000	Course Completion	Comma Delimited	2013	2	06/12/2013 13:52:33		CC MS period 2 30130612 csv.csv	<input type="button" value="Override"/>
	0000	Certified Position	Comma Delimited	2013	2	06/12/2013 10:00:43		CP Admin 7 period 2 20130514 csv.csv	<input type="button" value="Override"/>

ELEMENTS OF A FILE TRANSFER RESULT SUMMARY

Basic Elements

All file transfer results will have the following summary information:

- 1) Transfer ID with file type, file name, submitted by, date and time submitted and date and time processed
- 2) Number of Records Processed
- 3) Number of records added
- 4) Number of records updated
- 5) Disaggregation counts related to collection data fields

Depending on the file processing results, the file transfer results may also include information for:

- 1) Number of records failed
- 2) Number of records with warnings

NOTE: File transfer results are STATIC. If a file has failed records, it will always show failed records in the transfer results for that particular file submission. Submitting subsequent file(s) to correct failed records will not change the original transfer result summary report.


UNDERSTANDING TRANSFER RESULTS


Transfer ID

Unique identifier for each file submitted. This ID is very useful when contacting STN support for assistance with file submission concerns.

Number of Records

Results will indicate the number of records processed, added, or updated on each file submitted.

<i>Summary of Results for File:</i>		Help
Transfer ID 1092312:		
A Comma Delimited STN data file STN - ES July.csv was transferred on 7/8/2013 8:11:47 AM by [REDACTED] was processed on 7/8/2013 8:11:50 AM for the 2012-2013 academic year.		
The processing results are as follows:		
Number of records processed:	354	
Number of records added:	0	
Number of records updated:	354	
 Number of warnings:	41	

<i>Summary of Results for File:</i>		Help
Transfer ID 1080956:		
A Comma Delimited Enrollment and Mobility data file 2012-13 DOE-EM.csv was transferred on 6/14/2013 10:06:48 AM by [REDACTED] was processed on 6/14/2013 10:06:49 AM for the 2012-2013 academic year.		
The processing results are as follows:		
Number of records processed:	11	
Number of records added:	0	
Number of records updated:	0	
 Number of records failed:	11	

Warnings (Amber)

Warnings will not cause data record(s) or file(s) to be rejected. The records are accepted and added into the IDOE database 'as is'. These warnings are generated by the STN Application Center when a record has been submitted with data that is unusual, in conflict with previously submitted data or not supported by other data at IDOE.

Records with a warning message should be re-checked to assure the information submitted is accurate.


If the information is incorrect, make appropriate changes and resubmit the data to update the record.

If the information is correct, no further action is necessary.

If the warning is related to conflicts; ALL conflicts must be resolved.

1. Warning Messages – Collection Specific File Transfer Result Example

STN Warning

Summary of Results for File:		Help
Transfer ID 1092312:		
A Comma Delimited STN data file STN - ES July.csv was transferred on 7/8/2013 8:11:47 AM by [REDACTED] was processed on 7/8/2013 8:11:50 AM for the 2012-2013 academic year.		
The processing results are as follows:		
Number of records processed:	354	
Number of records added:	0	
Number of records updated:	354	
 Number of warnings:	41	

Warnings:	
Warning No.	Message
1	[REDACTED]7008: at 7027: The student's middle name previously existed and will not be changed. Please review the STN Lookup.
2	[REDACTED]7054: at 7027: The student's middle name previously existed and will not be changed. Please review the STN Lookup.
3	[REDACTED]8078: at 7027: The student's middle name previously existed and will not be changed. Please review the STN Lookup.
4	[REDACTED]7097: at 7027: The student's middle name previously existed and will not be changed. Please review the STN Lookup.
5	[REDACTED]8001: at 7027: The student's middle name previously existed and will not be changed. Please review the STN Lookup.
6	[REDACTED]7069: at 7027: The student's middle name previously existed and will not be changed. Please review the STN Lookup.
7	[REDACTED]3057: at 7027: The student's middle name previously existed and will not be changed. Please review the STN Lookup.

2. **Warning** Messages – *Not* Collection Specific **File Transfer Result Example**

Grade Level Warning

Warnings:

Warning No.	Message
1	17097: at 5320: Grade does not match this school's most recent RT record for this student.

Conflict Warning

21	Some records processed in this file are in conflict.
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Failed Records (Red)

Failed record error messages will prevent the record(s) or file(s) from being processed, accepted and added into the IDOE database.

Eleven or more consecutive errors (same exact error) will prevent the **entire file** from being processed.

Failed records may result from invalid content being submitted or data formatting problems.

Content errors occur when invalid data are submitted. STN Application Center will check submissions against other data submitted for the student and also against information in the same record to make sure it is consistent. The STN Application Center will generally be able to provide specific information about the error through the failed record message.

Data files must be correctly formatted (e.g., comma-delimited files must have the exact number of commas). Refer to each Data Collection layout under Example Data File Formats area for detailed information on accepted file formats for each collection.

Individual data fields must be correctly formatted (e.g., dates and STNs must include leading zeros: 05/02/2010, not 5/2/2010). Refer to each Data Collection layout for each data field's allowed formatting.

Collection layouts may be found in Learning Connection > Data Collection Community > Files and Bookmarks tab or Data Collection Help page by selecting **Info Center** > **STN Documents** blue drop-down located on the STN Application Center menu bar.

1. **Failed** Records – Collection Specific File Transfer Result Example

STN Failed Message

Failed Records:		Export To Excel
Error No.	Message	
1	13212: at 1210: Ethnicity was submitted as (6), previously reported as (5). If code is correct, please submit change request. click here	
2	13150: at 1210: Updates of Name, Date of Birth, and Gender are not allowed after 3 months from STN creation. You must submit name change request form to DOE. click here	
3	13175: at 1210: Updates of Name, Date of Birth, and Gender are not allowed after 3 months from STN creation. You must submit name change request form to DOE. click here	
4	12194: at 1210: Updates of Name, Date of Birth, and Gender are not allowed after 3 months from STN creation. You must submit name change request form to DOE. click here	
5	11014: at 1210: Ethnicity was submitted as (5), previously reported as (6). If code is correct, please submit change request. click here	
6	13192: at 1210: Ethnicity was submitted as (6), previously reported as (5). If code is correct, please submit change request. click here	
7	1040: at 1210: Ethnicity was submitted as (5), previously reported as (6). If code is correct, please submit change request. click here	
8	0168: at 1210: Ethnicity was submitted as (6), previously reported as (5). If code is correct, please submit change request. click here	
9	13267: at 1210: One or more other students with the same first name, last name, birth date, and gender were found in the system. Please click here to see a list of these students and instructions on what to do.	
10	09130: at 1210: Updates of Name, Date of Birth, and Gender are not allowed after 3 months from STN creation. You must submit name change request form to DOE. click here	
11	11177: at 1210: This STN has been merged during a duplicate cleanup. The student now uses the following STN: 11177. Please update your school's records to use the new STN and re-transfer this record to complete your file submission.	

Transfer Results Tip:

BLUE is generally a hyperlink and will open to another area in STN Application Center.

BLUE STN will open the student detail page.

BLUE [click here](#) will open the STN Change Request form.

2. **Failed** Records – *Not* Collection Specific File Transfer Result Examples

A. Data Element Error

Summary of Results for File: [Help](#)

Transfer ID 1080956:
A Comma Delimited Enrollment and Mobility data file 2012-13 DOE-EM.csv was transferred on 6/14/2013 10:06:48 AM by [redacted] was processed on 6/14/2013 10:06:49 AM for the 2012-2013 academic year.

The processing results are as follows:

Number of records processed:	11
Number of records added:	0
Number of records updated:	0
Number of records failed:	11

Records by Grade:

PW	PK	KG	01	02	03	04	05	06	UG	07	08	09	10	11	12	13	SU
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Failed Records:

[Export To Excel](#)

Error No.	Message
1	File line 1 does not contain the correct number of data elements.
2	File line 2 does not contain the correct number of data elements.
3	File line 3 does not contain the correct number of data elements.
4	File line 4 does not contain the correct number of data elements.
5	File line 5 does not contain the correct number of data elements.
6	File line 6 does not contain the correct number of data elements.
7	File line 7 does not contain the correct number of data elements.
8	File line 8 does not contain the correct number of data elements.
9	File line 9 does not contain the correct number of data elements.
10	File line 10 does not contain the correct number of data elements.
11	The uploaded file contains too many consecutive errors. Please correct the errors listed above. Correct any similar errors throughout the remainder of your file. After correcting the errors, please upload the file again and check the results.

Check file for formatting to ensure the correct number of fields are submitted and in the correct order.

B. File Format Error

Failed Records:

[Export To Excel](#)

Error No.	Message
1	Audit Id 1091461: The file transferred is not a valid XML. Special Ed Transition data file. Data at the root level is invalid. Line 1, position 1.

File Name	Created	Processed	File Format	File Type	User Name	Transfer ID	Academic Year	Period	Reprocess	Delete	Override
2012-2013.CSV	07/01/2013	07/01/2013	X	TR		1091461	2013	-			Override

Created as .CSV – submitted as XML

C. Invalid STN

Summary of Results for File: [Help](#)

Transfer ID 1080782:
A Comma Delimited Enrollment and Mobility data file IN_EM_06132013.csv was transferred on 6/13/2013 9:54:41 PM by [redacted] was processed on 6/13/2013 9:54:57 PM for the 2012-2013 academic year.

The processing results are as follows:

Number of records processed:	192
Number of records added:	0
Number of records updated:	191
Number of records failed:	1

Number of Students Counted by School:

School	Name	Added	Updated	Total
[redacted]	[redacted] School	0	191	191

Records by Grade:

PW	PK	KG	01	02	03	04	05	06	UG	07	08	09	10	11	12	13	SU
0	0	23	22	23	19	27	18	23	0	20	16	0	0	0	0	0	0

Failed Records: [Export To Excel](#)

Error No.	Message
1	000000000: at [redacted]: Invalid Student Test Number (STN) format.

D. Consecutive Multiple Errors on Single File

Failed Records: [Export To Excel](#)

Error No.	Message
1	[redacted]2511: at 8927: Email is a required field. SPN is not a valid SPN.
2	[redacted]4032: at 8927: Email is a required field. SPN is not a valid SPN.
3	[redacted]2432: at 8927: Email is a required field. SPN is not a valid SPN.
4	[redacted]5062: at 8927: Email is a required field. SPN is not a valid SPN.
5	[redacted]1023: at 8927: Email is a required field. SPN is not a valid SPN.
6	[redacted]2241: at 8927: Email is a required field. SPN is not a valid SPN.
7	[redacted]4051: at 8927: Email is a required field. SPN is not a valid SPN.
8	[redacted]9083: at 8927: Email is a required field. SPN is not a valid SPN.
9	[redacted]4011: at 8927: Email is a required field. SPN is not a valid SPN.
10	[redacted]2308: at 8927: Email is a required field. SPN is not a valid SPN.
11	The uploaded file contains too many consecutive errors. Please correct the errors listed above. Correct any similar errors throughout the remainder of your file. After correcting the errors, please upload the file again and check the results.

Files will stop processing if more than 10 consecutive (exact same) error message occurs. Check file for accuracy, make corrections and resubmit.

DATA VERIFICATION

There are several ways to verify submitted data to ensure final data counts are accurate.




















1) File Transfer Results

File transfer results will provide information about successfully processed records for each individual file but cannot be used for the final summary count if multiple files have been submitted. Data submitted via Data Transfer > Input Form are not included in Transfer ID results.

2) Scoreboard

The scoreboard will provide a cumulative count of successfully submitted records for open collections. Depending on the collection, it is not unusual for the record count to be higher than the unique record count. Example: a student may have more than one attendance record if they left school and then returned later in the year.

School: 0000 - All Schools

Data Scoreboard											
Data Collection and Reporting Help											
Learning Connection											
<div>  STN You have not transferred an STN Lookup data file in at least 53 days. Please submit a file by the 15th of each month. </div>											
Status	Collection	Days left in period	School Year	Period	All Schools Reported	Record Count	Unique Record Count	Message	Signed Off	Last Activity	Refresh
	Attendance	10	12-13	-	Y	1236	1234	Signoff Period.Conflict resolution, data transfer, input form, reports, and Collection Management remain open during this period. Reports & Conflict Resolution and Sign-off are found under Data Verification.	Y	7/9/2013 4:44:25 AM	
	Certified Employee	22	12-13	2	Y	96	96	Signoff Period.Period 2 collection, cleanup and signoff available. Period 1 data is already loaded. Corrections can be made via Input form or data transfer.	Y	7/9/2013 4:44:23 AM	
	Certified Positions	22	12-13	2	Y	491	98	Signoff Period.Data submission, cleanup and signoff are available. Submit data, make corrections, review reports and sign-off. Reports are found under Data Verification > Reports > Employee Reports.	Y	7/9/2013 4:44:25 AM	
	Course Completion	22	12-13	2	Y	6679	1216	Signoff Period.Data submission, cleanup and signoff are available. Submit data, make corrections, review reports and sign-off. Reports are found under Data Verification > Reports > Employee Reports.	Y	7/9/2013 4:44:27 AM	
	Expulsion-Suspension	26	12-13	-	N	0	0	Data Collection Period Required collection period. Submit data and make corrections. Check Reports under Data Verification > Rpts > Expulsion Suspension. Complete Firearms Verification Form under Data Ver. if you submitted incidents that involved firearms (code 4, 5 or 6).	N	7/9/2013 4:44:25 AM	
	Graduate	122	12-13	-	N	0	0	Signoff Period.This data collection gathers information on students who graduated, or left school with a certificate of completion, after September 30, 2012, and before October 1, 2013.	N	7/9/2013 4:44:23 AM	
	Homebound	145	12-13	-		0	0	Data Collection Period.Start of 12-13 Collection. NOTE: The HB Collection ends 12-1-2013.	N	7/9/2013 4:44:22 AM	
	IREAD-3 Exemption	83	12-13	1	N	0	0	Signoff Period.Data collection, "No Records" and signoff available during this period. Only students with an exemption should be reported.	N	7/9/2013 4:44:26 AM	
	Real Time	83	12-13	-	Y	1241	1238	Signoff Period.Please resolve all conflicts, exit all students who completed the year, and sign-off.	Y	7/9/2013 4:44:28 AM	

3) Collection Management

Like the scoreboard, the collection management page will provide a cumulative count of successfully submitted records for open collections.

Data Verification > Collection Management

File Type Attendance (2012 - 2013)

Corporation: Community Schools



Status	Corp	Corp Name	Record Count	STN Count	All Schools Signoff	Last Activity
	0015	Adams Central Community Schools	1236	1234	Y	7/9/2013 4:44:25 AM

Status	Corp	School	School Name	Record Count	STN Count	No Records	Signoff	Delete records for school	Last Activity	Refresh
			Adams Central Middle School	273	272	<input type="checkbox"/>	<input checked="" type="checkbox"/>		7/9/2013 4:00:14 AM	
			Adams Central Elementary Sch	555	555	<input type="checkbox"/>	<input checked="" type="checkbox"/>		7/9/2013 4:00:16 AM	
			Adams Central High School	408	407	<input type="checkbox"/>	<input checked="" type="checkbox"/>		7/9/2013 4:00:17 AM	

4) Summary Reports

Summary reports provide a disaggregated cumulative count of successfully submitted records for current collections (open and closed) and for historical collections. Several collections have multiple reports (as shown here for Membership)

Membership Summary Report	Membership	>
Missing SR and ME Report	Nonpublic Dual Credit	>
Dual Credit Summary	Programs and Services	>
ME Roster Download	Pupil Enrollment	>
ME Full Day KG Report	Real Time	>
ADM Comparison Report	Special Education	>

5) Roster Download

Roster download will provide a list of all successfully submitted student records for current collections (open and closed) and for historical collections. This download will provide both the STN and student name for ease in identifying values reported for individual students so please remember that it is a FERPA violation to send both student name and STN though email. **This download CANNOT be used for file submission.**

Scoreboard Screen > Data Verification > Roster Download

Filter by:

Corporation:

File Type: Academic Year:

School ID:

Download

Download File Layout:
School, STN, Student's Last Name, First Name, Middle Name, Suffix,
Sex, Ethnicity, Grade, Begin Date, End Date

6) Retrieve Data

Retrieve data will provide a list of all successfully submitted student records for current collections (open and closed) and for historical collections. This download does not include student name and provides only the STN. This download will provide data in the data layout format and can be used to upload for file submissions.

Scoreboard Screen > Administration > Retrieve Data

Corp ID:

File Type: Academic Year:

File Format:

Download

School ID:

Multiple Selection:
Ctrl + Click (Win)
Apple + Click (Mac)

RESOLVING INCORRECT DATA SUMMARY COUNTS

Summary counts that are *less* than the expected number of records to be reported can be caused by record(s) not submitted or missed in a data submission file into The STN App Center.





How to Add Data for Missing Record(s)

1. Submit a new data file with missing record(s) through Data Transfer > File Transfer.
2. Submit a corrected or updated file with missing record(s) added through Data Transfer > File Transfer.
3. Utilize the Input Forms area under Data Transfer to input a single record for the selected collection.

Summary counts that are *more* than the expected number of records to be reported can be caused by records submitted into the STN App Center in error and never removed (deleted). Once a record is submitted in error and accepted into STN App Center the record must be removed (deleted). Submitting a corrected file with records removed WILL NOT remove the previously accepted record.



How to Remove Data for a Single Record

1. Perform STN lookup for the record that needs to be removed. At the end of each record a Red **X** will be available when the collection is open. Select the Red **X** to remove (delete) the record from the total summary count.

Academic Year	Begin	End	Attended	Excused	Unexcused	Grade		
2014	08/01/2013	05/30/2014	178	0	0	KG		
2015	07/29/2014	05/29/2015	178	0	2	01		

2. Utilize Filters found in Input Form area under Data Transfer to locate the record that needs to be removed. At the end of each record a Red **X** will be available when the collection is open. Select the Red **X** to remove (delete) the record from the total summary count.

Filter Certified Employees	
SPN:	<input type="text"/>
<input type="button" value="Filter"/>	<input type="button" value="Clear Filter"/>

Certified Employees for Corporation									
SPN	DEGREE	Exp	First Yr	Days	Salary	Supp Salary	% EMP	% TITLE I	
	3	6		184			100	000	
									

How to Remove All Records from Individual School

In app center under Data Verification > Collection Management select file type (collection). Each school listed within the school corporation will have a Delete Records for School column. Select the Red **X** to remove (delete) all records that have been submitted for the school. Record counts will show 0 (zero) and status light will be red. This feature should only be utilized when the majority of records submitted are incorrect. (*Be cautious when selecting the delete option.*) New records will need to be submitted to populate the counts for schools with all records deleted or No Records will need to be checked if appropriate.

Status	School Name	Record Count	STN Count	No Records	Signoff	Delete records for school	Refresh
		766	760	<input type="checkbox"/>	<input type="checkbox"/>		

UNDERSTANDING AND RESOLVING CONFLICTS

Conflicts are created when more than one school reports data on a STN for a single collection. Only one school may report data for the same STN.

Resolve Conflicts - Conflict Resolution

Select Conflict Resolution drop-down from Data Verification blue menu tab. Select accurate file type of conflicts to view.

Scoreboard Screen > Data Verification > Conflict Resolution

File Type: -- Select One --
 -- Select One --
 RT-EM Combined Conflicts (2013 - 2014) Period 1
 RT-EM Combined Conflicts (2013 - 2014)
 Membership Enrollment (2012 - 2013) Period 1
 Special Education (2012 - 2013) Period 1
 Membership Enrollment (2012 - 2013) Period 2
 Special Education (2012 - 2013) Period 2
 Attendance (2012 - 2013) ...

Corp: --Select One-- School: --Select One--

Search Clear

List of existing conflicts will be displayed. Select View All or select School to view STN(s) in conflict. Selecting Update By will provide contact information of person that submitted conflicting record if needed to assist in resolving the conflict.

Scoreboard Screen > Data Verification > Conflict Resolution

File Type: RT-EM Combined Conflicts (2012 - 2013) Corp: --Select One-- School: --All--

Conflicting School List (Click on School ID to view records in conflict with that School or 'View All' to see all conflicts):

Date Created	Corp	School	Name	Number of Conflicting Records
6/6/2013			Charter Sch	1
9/14/2012			School	1

View All

Scoreboard Screen > Data Verification > Conflict Resolution

File Type: RT-EM Combined Conflicts (2012 - 2013) Corp: School: -All- Search Clear Clean

Realtime conflicting records for STN: '6022'

Collection Year	Reporting Corp	School	Legal Corp	Grade	Entry Date	Exit Date	Exit Type	Updated By	Last Updated	Edit	Delete
2013				07	05/24/2013		00		06/06/2013 13:07:32		X
2013				07	01/28/2013	05/31/2013	50		06/06/2013 17:05:19		X

All conflicting records for corporation '0025' (Click on STN for Details):

STN	Schl	Legal Corp	Grade	Entry Date	Excused	Unexcused	Socioeconomic	Exit Date	Exit Type
6022	0033	0025	07	05/24/2013			3		00
8004	0037	0025	04	08/14/2012			3		00

Conflicting School List (Click on School ID to view records in conflict with that School or 'View All' to see all conflicts):

Date Created	Corp	School	Name	Number of Conflicting Records
6/6/2013			McGovern Acad Virtual Charter Sch	1
9/14/2012			West Virginia School	1

[View All](#)

SIGNOFF of DATA

Signoff

Select Collection Management drop-down from Data Verification blue menu tab. Select File Type of collection for Signoff to be submitted. Check Signoff Box in blue ribbon for ALL schools or for each individual school with records submitted.

File Type: IREAD-3 Exemption (2012 - 2013) Period-1

Corporation: Community Schools Search

Status	Corp	Corp Name	Record Count	STN Count	All Schools Signoff	Last Activity
!		Community Schools	0	0	N	7/10/2013 4:41:07 AM

Status	Corp	School	School Name	Record Count	STN Count	No Records	Signoff	Delete records for school	Last Activity	Refresh
!			Elementary Sch	0	0			X	7/10/2013 4:00:16 AM	

PRINTING AND UPLOADING OF SUMMARY REPORTS

Print Summary Report for Signatures

Select Reports drop-down from Data Verification blue menu tab to access collection summary report.

- Review total counts (records) reported for accuracy
- Select Print Summary Report
- Obtain required signature(s)
- Upload signed document to STN Application Center under Administration blue menu tab

Scoreboard Screen > Data Verification > Reports > Membership > Membership Summary Report

Academic Year: 2012 - 2013 Period: 1 Corp: 0015 - Adams Central Community Schools

Print Summary Report

ADM Report - As of 7/10/2013 10:09:02 AM

0015 - Adams Central Community Schools

Grade	Resident Enrollment (exclude dual enrollment students)	Transfers Out	Cash Transfers	State Obligations	Placements In	Sub Total Col 2+3+4+5+6	Dual Enrollment Full Time Equivalency	Total ADM Col 7+8	Dual Enrollment Student Count
01	85	0	15	0	0	100	0	100	0